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STAT HHB [redacted]

INSTRUCTION SHEET

This handbook is a revision of HHB [redacted] STAT which should be destroyed.

The handbook sets forth procedures for implementing Executive Order 12356 within the Agency.

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INFORMATION AND RECORDS MANAGEMENT

STAT HHB [ ]

AGENCY

INFORMATION SECURITY

PROGRAM HANDBOOK

CLASSIFYING, DECLASSIFYING, MARKING AND SAFEGUARDING NATIONAL SECURITY INFORMATION

DISTRIBUTION: SPECIAL

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INFORMATION AND RECORDS MANAGEMENT

STAT HHB [redacted]

FOREWORD

This handbook prescribes the procedures for implementing Executive Order 12356 within the Agency.

Harry E. Fitzwater

Deputy Director

for

Administration

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INFORMATION AND RECORDS MANAGEMENT

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INFORMATION AND RECORDS MANAGEMENT

STAT HHB [redacted]

CHAPTER I: GENERAL

1. PURPOSE AND AUTHORITY

This handbook implements the Agency information security program established by HR [redacted]. It should be used STAT
STAT in conjunction with HR [redacted] and other regulatory issuances published pursuant to the program.

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CHAPTER II: CLASSIFICATION DESIGNATION, DURATION, REQUIREMENTS, AND LIMITATIONS

2. CLASSIFICATION DESIGNATION

National security information shall be classified at one of the three levels designated by E.O. 12356 set forth below. No other classification designations shall be used.

a. Information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security, shall be classified Top Secret.

b. Information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security, shall be classified Secret.

c. Information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security, shall be classified Confidential.

3. DURATION OF CLASSIFICATION

a. Information shall be classified as long as required by national security considerations. At the time information is classified, it shall be marked with the date or event whose occurrence would make continued classification unnecessary, when such a date or event can be determined.

b. Automatic declassification determinations under predecessor orders shall remain valid unless the classification

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is extended by an authorized official of the originating agency. These extensions may be by individual documents or categories of information. The agency shall be responsible for notifying holders of the information of such extensions.

c. Information classified under predecessor orders and marked for declassification review shall remain classified until reviewed for declassification under the provisions of E.O. 12356.

(formerly 5) 4. CLASSIFICATION REQUIREMENTS

Information may be classified if it concerns one or more of the categories cited in E.O. 12356 as stated in paragraph 9 below, and an official having original classification authority (paragraph 6 below) determines that its unauthorized disclosure, either by itself or in the context of other information, is presumed to cause damage (paragraph 4c below), or reasonably could be expected to cause damage, to the national security.

a. Such classification determinations are specified in the Agency National Security Classification Guide authorized for use by derivative classifiers (see paragraph 12 below) and may also be made individually by original classifiers provided that the decision to classify is not inconsistent with other requirements specified herein, or prohibited under the limitations of paragraph 5 below.

b. Information meeting the above requirements shall be classified Top Secret, Secret, or Confidential as appropriate, depending on the degree of damage to the national

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security that its unauthorized disclosure could cause (paragraph 2 above).

c. Since the unauthorized disclosure of foreign government information, the identity of a confidential foreign source, or intelligence sources or methods is presumed to cause damage to the national security, all such information shall be classified at the Confidential level unless a more restrictive classification is specified by the foreign government(s) or international organization(s) of governments concerned or is otherwise appropriate.

d. If there is reasonable doubt whether an item of information should be classified Confidential, Secret, or Top Secret /, / it shall be safeguarded at the higher level of classification pending a determination by an original classification authority, who shall make this determination within 30 days.

e. If there is reasonable doubt whether an item of information should be classified at all /, / it shall be safeguarded as if it were classified pending a determination by an original classification authority, who shall make this determination within 30 days.

(formerly 4) 5. LIMITATIONS

Information shall not be classified in contravention of any provision of E.O. 12356 including the specific instances cited below.

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a. Classification shall not be used:

(1) To conceal violations of law, inefficiency, or administrative error/./

(2) To prevent ~~embarassment~~ /embarrassment/ to a person, organization, or U.S. Government agency/./

(3) To restrain competition/./

(4) To prevent or delay the public release of information that is not classifiable under the order.

b. Basic scientific research information not clearly related to the national security may not be classified.

c. Information previously declassified may be reclassified by the Director of Central Intelligence (DCI) if it is determined in writing that:

(1) The information requires protection in the interest of national security/./

(2) The information may reasonably be recovered.

Any such reclassification actions shall be reported promptly to the Director, Information Security Oversight Office (ISOO).

d. Information may be classified or reclassified after the Agency has received a request for it under the Freedom of Information Act (5 U.S.C 552), the Privacy Act of 1974 or mandatory review provisions of E.O. 12356 if/, / / such classification:/

(1) ~~Such classification~~ Is consistent with E.O. 12356 ~~and~~ and

/;/ ~~(2)~~

(2) Is authorized personally and on a document-by-document basis by the ~~Director~~ /DCI/ or Deputy Director of / the /

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Central Intelligence, the Deputy Director of Administration (DDA), / (DDCI),/ /for/ /ra/
who is the senior Agency official responsible for the information security program, or any Agency official who has Top Secret classification authority.

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CHAPTER III: ORIGINAL CLASSIFICATION AUTHORITY, PROCEDURES, AND CRITERIA

6. ORIGINAL CLASSIFICATION AUTHORITY

a. Original classification is the classification of information based directly on the Agency classification criteria (paragraph 9 below) by personnel who are authorized to exercise original classification authority.

(formerly a) b. Authority for original classification of information as Top Secret shall be exercised within the Agency only by the DCI and by principal subordinate officials having frequent need to exercise such authority whom the DCI or DDA may designate in writing.

(formerly b) c. Authority for original classification of information as Secret shall be exercised within the Agency only by officials having Top Secret classification authority, and by subordinates having frequent need to exercise such authority whom the following officials (if they have Top Secret classification authority) may designate in writing: the DCI, DDCI, Deputy Directors, Heads of Independent Offices, or Operating Officials.

(formerly c) d. Authority for original classification of information as Confidential shall be exercised within the Agency only by officials having Top Secret or Secret classification authority,

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and by subordinates having frequent need to exercise such authority whom the following officials (if they have Top Secret classification authority) may designate in writing: the DCI, DDCI, Deputy Directors, Heads of Independent Offices, or Operating Officials.

e. An employee or contractor who originates or obtains information believed to require classification but who lacks classification authority:

(1) Shall protect the information in accordance with this handbook; and

(2) Shall promptly transmit it under appropriate safeguards to an official having classification authority and appropriate subject matter interest, who shall thereupon assume classification responsibility for the information. Following any necessary consultation, the responsible official shall decide within 30 days whether and at what level to classify the information.

7. LIMITATIONS ON DELEGATION OF ORIGINAL CLASSIFICATION AUTHORITY

a. Delegations of original classification authority shall be held to an absolute minimum.

b. Original classification authority shall not be delegated to Agency personnel who only quote, restate, extract, paraphrase, or summarize classified information or who only apply classification markings derived from source material or as directed by the Agency National Security Classification Guide (paragraph 10, 11, and 12 below).

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c. Classification authority may not be redelegated.

8. ORIGINAL CLASSIFICATION AUTHORITY DELEGATION PROCEDURES

a. Since original National Security Classification Authority (NSCA) is delegated only to officials who exercise such authority in the performance of their assigned duties, the positions they occupy are authorized for a particular level of NSCA. Once a position is ~~officially~~ /officially/ designated for Top Secret, Secret, or Confidential original NSCA, future occupants acquire such authority by means of the personnel action assigning them to the position. In the case of a multiple incumbency position, NSCA is delegated to all persons assigned to the position.

b. To initiate or change NSCA for a position, the following procedures will apply:

(1) To establish Top Secret original NSCA for a position, the requesting office must submit a memorandum signed by the appropriate Deputy Director, Head of Independent Office, or Operating Official to the Records Management Division, Office of Information Services, Directorate of Administration (RMD/OIS/DDA), stating the position number that requires the authority, the position title, the incumbent, and the reason the authority is needed. RMD will prepare a consolidated memorandum for all offices for approval by the DCI or DDA.

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(2) To establish Secret original NSCA or Confidential original NSCA for a position, a memorandum of delegation containing the same information specified in (1) above must be signed by the appropriate Deputy Director, /paragraph / Head of Independent Office, of Operating Official /r/ // and sent to RMD/OIS/DDA.

(3) To change original NSCA for a position, a memorandum to upgrade, downgrade, or cancel the NSCA must be submitted to RMD/OIS/DDA following the instruction in paragraph 8b(1) or (2) above, as appropriate.

c. Upon receipt of DCI or DDA approval of Top Secret NSCA or receipt of a memorandum of Secret or Confidential NSCA delegation or change, RMD/OIS/DDA will advise the Position Management and Compensation Division, Office of Personnel, which will make the necessary changes to the staffing complement. /s/ /c/ RMD will forward a copy of the DCI or DDA approval memorandum for Top Secret NSCA or return a copy of the memorandum of Secret or Confidential NSCA delegation or change to the requesting office. The requesting office must then submit a Form 1152, Request for Personnel Action, for each incumbent of the position, containing the following items of information:

(1) In section 3, indicate "Delegation of NSCA" or "Change of NSCA," as appropriate.

(2) In section 7, under NSCA, indicate "0001" for Top Secret, "0002" for Secret, "0003" for Confidential,

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or "0000" for cancellation.

(3) In section 18, include a statement citing, by origin and date, the specific memorandum that authorized original NSCA for the position.

d. Personnel lose their original NSCA upon reassignment or separation, unless assigned to another position specified in the staffing complement as an original NSCA position. In that case, the reassignment personnel action, which must include the information required in paragraph 8c above, designates authority for the individual's new assignment, and a separate memorandum to RMD/OIS/DDA is not required.

e. If an individual who requires original NSCA is in an assignment category for which there is no established staffing complement position (e.g., a development complement assignment), the procedures outlined in paragraphs 8b and c above must be followed, but the NSCA will be delegated directly to the individual rather than by position. If the individual's successor also requires original NSCA, a new delegation memorandum is required.

f. During the absence of an official who has classification authority, the individual officially designated to act in the official's position may exercise the classification authority of that position.

g. The Agency Security Classification Officer, ~~OIS/DDA~~ /RMD/OIS/DDA/, periodically will review Agency original NSCA delegations to ensure that the designated officials have a continuing need to exercise such authority. Following the review,

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each component must submit a personnel action for each new NSCA delegation or change containing the information specified in paragraph 8c above.

9. AGENCY CLASSIFICATION CRITERIA

Information may be classified only if it falls within one or more of the categories set forth below and its unauthorized disclosure, either by itself or in the context of other information, is presumed to cause damage (paragraph 4c above), or reasonably could be expected to cause damage, to the national security. Requests for additional categories under paragraph 9j below shall be addressed to the Director of Information Services, ~~DDA,~~ // who will obtain the concurrence of the Office of General Counsel and forward them through the Deputy Director ~~of~~ Administration to the ~~Director of Central Intelligence~~ /for/ /DCI/ for approval. Upon approval, the Director of the Information Security Oversight Office shall be informed of any such new categories.

a. MILITARY PLANS, WEAPONS, OR OPERATIONS

b. THE VULNERABILITIES OR CAPABILITIES OF SYSTEMS, INSTALLATIONS, PROJECTS, OR PLANS RELATING TO THE NATIONAL SECURITY

(formerly b) c. FOREIGN GOVERNMENT INFORMATION

(formerly c) d. INTELLIGENCE ACTIVITIES (INCLUDING SPECIAL ACTIVITIES), OR INTELLIGENCE SOURCES OR METHODS

(formerly d) e. FOREIGN RELATIONS OR FOREIGN ACTIVITIES OF

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THE UNITED STATES

(formerly e) f. SCIENTIFIC, TECHNOLOGICAL, OR ECONOMIC MATTERS RELATING TO THE NATIONAL SECURITY

(formerly f) g. UNITED STATES GOVERNMENT PROGRAMS FOR SAFEGUARDING NUCLEAR MATERIALS OR FACILITIES

h. CRYPTOLOGY

i. A CONFIDENTIAL SOURCE

(formerly g) j. OTHER CATEGORIES OF INFORMATION RELATED TO NATIONAL SECURITY AND DETERMINED BY THE DIRECTOR OF CENTRAL INTELLIGENCE TO REQUIRE PROTECTION AGAINST UNAUTHORIZED DISCLOSURE

(Such categories may be added later.)

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CHAPTER IV: DERIVATIVE CLASSIFICATION AUTHORITY, PROCEDURES, AND GUIDE

/ CLASSIFICATION /

10. DERIVATIVE CLASSIFICATION AUTHORITY

a. Derivative classification is the classification of information as prescribed by a source document or by an approved classification guide.

b. Agency officials who originate information that requires classification are authorized to apply derivative classification to such information, where appropriate, at the level prescribed by the applicable source document or classification guide item.

11. DERIVATIVE CLASSIFICATION PROCEDURES

a. Derivative classifiers who quote, restate, summarize, prepare extracts from, or paraphrase previously classified information shall:

(1) Respect original classification decisions, which shall not be altered by the use of a classification level or authorized marking different from the original on any copy, extract, paraphrase, restatement, or summary of any classified item except as specified under approved procedures for downgrading, declassification, or classification review or in accordance with paragraph 11b below

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(2) Use the highest level of classification and the declassification date or event that provides the longest period of classification for information classified on the basis of multiple sources.

b. If the derivative classifier believes that the extract, paraphrase, restatement, or summary of classified information has changed the level of or removed the basis of classification, he or she must consult an appropriate official of the originating agency or office of origin, who has the authority to declassify, downgrade or upgrade the information, for a classification determination.

c. If the combined information derived from more than one source document or classification guide item requires a higher classification level than the highest level prescribed by such source documents or guide items, the combined information must be originally classified by a person with appropriate original classification authority.

(formerly 11) 12. CLASSIFICATION GUIDE

a. The Agency National Security Classification Guide (HHB [redacted] was published to facilitate the proper and uniform classification of national security information. The Guide contains a series of predetermined original classification decisions made by individuals authorized to exercise Top Secret classification authority by the DCI or DDA. Citing an item in the Guide is a derivative classification decision

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and the classification level specified in the Guide is mandatory.

b. The Guide is approved personally and in writing by the ~~Deputy Director of Central Intelligence~~ /DDCI/.

c. The Guide is based on the Agency classification criteria set forth in paragraph 9 above and does not include any other categories of information.

d. The Guide shall be used in connection with this handbook, with particular reference to paragraph 13 on identification and markings.

e. Personnel without original classification authority who originate information that requires classification shall classify the information as prescribed by the Guide. Personnel with original classification authority also may classify information in this manner. In either case, the classification of information as prescribed by the ~~guides~~ /Guide/ is derivative classification and such information shall be marked in accordance with paragraph 13b(2).

f. Personnel with original classification authority shall ensure that their original classification decisions are consistent with the Guide as to the level of classification.

g. The Agency National Security Classification Guide shall be kept current and shall be fully reviewed at least every two years. The /d/irectorates and Independent Offices shall submit all proposed additions, deletions, or other changes to the Guide

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to the Agency Security Classification Officer, ~~OIS/DDA,~~ through the component classification or records management officer. The Agency Security Classification Officer shall maintain the record copy of the Guide and all approved changes.

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(formerly Chapter IV) CHAPTER V: IDENTIFICATION AND MARKING OF CLASSIFIED INFORMATION

(formerly 12) 13. IDENTIFICATION AND MARKINGS

All national security information classified by the Agency shall be identified and marked as prescribed below (see figure 1).

/F/ a. OVERALL AND PAGE MARKINGS

(1) The overall classification of a document is the highest level of classification it contains. The overall classification of a classified document will be typed or stamped at the top and bottom of the first page, the title page (if any), and the outside of the front and back covers (if any). Each interior page will be typed or stamped at the top and bottom according to the highest classification of the page, including the designation "Unclassified" when appropriate. Alternatively, all interior pages may be marked with the overall classification of the document. In either case, the classification markings of each paragraph or other portion will govern when the information is used apart from the document.

(2) Only the designations Top Secret, Secret, or Confidential may be used to identify classified information. Markings such as "For Official Use Only" and "Administrative - Internal Use Only" may not be used for that purpose. /ra/ Terms

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such as "Medically" or "Sensitive" may not be used in conjunction with classification designations; e.g., "Medically Confidential" or "Secret/Sensitive."

b. CLASSIFICATION AUTHORITY AND DURATION MARKINGS

(1) Originally Classified Documents

In addition to the overall document classification, the following shall be shown on the face of all paper copies of originally classified documents at the time of classification:

(a) The office of origin.

(b) The identity of the classifier.

(c) The date or event for declassification or the notation "OADR" (Originating Agency's Determination Required) if the information is not to be automatically declassified.

The following marking should be typed or stamped in the lower right corner on the face of each originally classified document to identify the information specified in paragraph 13b(1)(b) and (c) above. (This marking may be placed on the inside front cover of bound publications, provided the overall classification is marked on the outside front cover. Intelligence Information Reports may be marked in accordance with paragraph 13h below.)

CL BY _____1

DECL _____2

1/ Insert the authorized original classifier's employee number or other identifier approved by the Agency Security Classification Officer ~~OIS/DDA~~ //./ // (If the authorized classifier is the signer of the document, the word "signer" may be inserted.)

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If the classifier does not have the required classification authority, but is officially acting in the absence of an official who does have such authority, insert the classifier's employee number or other approved identifier followed by the position number of the absent official; e.g., 0012345 for PG12.

2/ Insert the date (day, month, year) or event for declassification /, / or if the information is not to be automatically declassified insert "OADR."

(2) Derivatively Classified Documents

In addition to the overall document classification, the following shall be shown on the face of all paper copies of derivatively classified documents at the time of classification:

(a) The office of origin.

(b) The identity of the classifier.

(c) The date or event for declassification or the notation "OADR" if the information is not to be automatically declassified.

(d) The identity of the source document or Classification Guide item from which the classification is derived.

The following marking should be typed or stamped in the lower right corner on the face of each derivat/ive/ly classified document to provide the information specified in paragraphs 13b(2)(b) through (d) above. (This marking may be placed on the inside front cover of bound publications, provided the overall classification is marked on the outside front cover. Intelligence Information Reports may be marked in accordance with paragraph 13h below.)

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CL BY _____ 1

DECL _____ 2

DERIVED FROM ___ 3

1 Insert the derivative classifier's employee number or other identifier approved by the Agency Security Classification Officer ~~OIS/DDA~~ (If the derivative classifier is the signer of the document, the word "signer" may be inserted.)

2 Insert the date (day, month, year) or event for automatic declassification or if the information is not to be automatically declassified insert "OADR."

3 Cite the source document (e.g., memo from AB to D/CD dtd 1 Jan 82, Subj: Class. Markings) or the Classification Guide item (e.g., COV 1-82) from which the classification is derived. If the classification is derived from more than one source, the word "multiple" may be inserted, provided the originator ensures that the identification of each source is maintained with the Agency's record copy of the document.

c. AUTOMATIC DOWNGRADING MARKING

If automatic downgrading is appropriate and can be predetermined, or is prescribed by the Classification Guide or source document, the following marking will be stamped or typed on the face of classified documents in addition to the classification authority:

Downgrade to (classification) on (date or event).

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d. PORTION MARKING

(1) A portion is any segment of a document, normally a paragraph or subparagraph, that deals with a particular point and does not require amplification to be intelligible.

(formerly (1)) (2) Each classified document shall indicate which paragraphs or other portions, including subjects and titles, are classified and which are unclassified. The intent is to eliminate uncertainty as to which portions of a document contain information that must be protected, and to facilitate excerpting and declassification review. The symbol "(TS)" for Top Secret, "(S)" for Secret, "(C)" for Confidential, or "(U)" for Unclassified will be placed immediately following the portion of text to which it applies. Nontextual portions of a document, such as photographs, graphs, charts, and maps, will be marked in a readily discernible manner, as will their captions. If the name or title of the signer of a document is classified, the typed name or title will be followed by the appropriate classification symbol.

(formerly (2)) (3) Subjects and titles should be selected so as not to require classification. When a classified subject or title must be used, a short title or other unclassified identifier should be assigned to facilitate receipting and reference, if such an identifier (e.g., a report number or registry number) will not otherwise be assigned.

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(formerly (3)) (4) If individual portion marking is impracticable, the document must contain a description sufficient to identify the information that is classified and the level of such classification. This may be done by including a statement as the last paragraph of the document or as a footnote or postscript; e.g., "Paragraphs 1, 2, and 4 are Secret, All Other Portions Unclassified." If all portions of a document, including any subject or title lines, are classified at the same level, this may be indicated either by marking each portion or by including a statement; e.g., "All Portions Classified Confidential."

(formerly (4)) (5) Waivers from the portion marking requirement may be granted only by the DCI. Requests for waivers from Agency components must be submitted to RMD/OIS/DDA. RMD will prepare a consolidated request for approval by the DCI. Each request must include:

(a) Identification of the information or classes of documents for which such waiver is sought;

(b) A detailed explanation of why the waiver should be granted;

(c) The office's best judgement as to the anticipated dissemination of the information or class of documents for which waiver is sought; and

(d) The extent to which the information subject to waiver may form a basis for classification of other documents.

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c. ADDITIONAL MARKINGS

(1) Restricted Data or Formerly Restricted Data

Classified information containing Restricted Data or Formerly Restricted Data as defined in the Atomic Energy Act of 1954, as amended, shall be marked as appropriate:

RESTRICTED DATA

This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

or

FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in Foreign Dissemination. Section 144.b, Atomic Energy Act of 1954.

(2) Intelligence Sources or Methods Information

Classified information involving intelligence sources or methods will be prominently marked:

WARNING NOTICE

INTELLIGENCE SOURCES OR METHODS INVOLVED

This marking may be abbreviated "WNINTEL" in electrical communications, in data processing systems, and for reference purposes. This marking may not be used in conjunction with special access or Sensitive Compartmented Information (SCI) controls. (See DCID 1/7, paragraph 6a(2).)

(3) Foreign Government Information

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Documents containing foreign government information will be prominently marked:

CONTAINS FOREIGN GOVERNMENT INFORMATION

This marking may be ~~abbreivated~~ "FGI" in electrical communications, in data processing /abbreviated/ systems, and for reference purposes. Where the fact of foreign origin is so sensitive that it must be concealed from normal recipients of the document, the foreign government information markings should not be used and the document should be marked as if it were wholly of U.S. origin.

f. MARKING TRANSMITTAL DOCUMENTS

To help ensure proper handling and protection, an assembled set of classified documents, such as a transmittal document and its attachments or enclosures, must show clearly on its face the highest level of classification contained in the set. Therefore, documents transmitting classified information shall be marked as follows:

(1) If the transmittal document itself is unclassified, it must be marked at the top and bottom of each page with the classification designation of the most highly classified attachment or enclosure. In addition, it must be marked in the lower right or left corner on its face with a statement such as:

UNCLASSIFIED When ~~Detached~~ from Attachment /Separated (or Detached)/

Such a transmittal document should not be marked with any classification authority or portion marking.

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(2) If the transmittal document itself is classified, but at a lower classification level than the information being transmitted, it must be marked at the top and bottom of each page with the classification designation of the most highly classified attachment or enclosure. In addition, it must be marked in the lower right or left corner on its face with a statement such as:

(CLASSIFICATION) when ~~Detached~~ from ~~Enclosure~~
/Separated (or Detached)/ /Attachment (or Enclosur

Such a transmittal document also must be marked with the classification authority and portion markings that apply to the transmittal document alone. It should not be marked with the classification authority markings that apply to the attachments or enclosures.

(3) If the transmittal document itself is classified at the same or higher classification level than the information being transmitted, it should be marked only with the classification and associated markings that apply to the transmittal document alone.

g. MARKING FORMS

(1) Only the specific classification markings that apply to each copy of a form may appear thereon. Preprinted annotations such as "Secret When Filled In," or "check boxes" to select from preprinted alternative classification levels, shall not be used unless approved in each case by the Agency Security Classification Officer, OIS/DDA.

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(2) All copies of classified forms must indicate the classification authority specified in paragraph 13b above. To conserve space, the abbreviations in paragraph 13h below may be used on forms. Where possible, these markings should be placed in the lower right corner of the form. The classification of the majority of forms will be derived from the Classification Guide. Therefore, on most forms, the preprinted "Classification Authority Line (CAL)" would contain the following derivative classification markings:

(a) DCL _____ -(Either the date or event the form will be automatically declassified or if the form may not be automatically declassified /, / "OADR," as determined from the Classification Guide or source document.

(b) DRV _____ -(Identity of the source from which the classification level is determined; i.e., the Classification Guide item, the identity of the source document, or the word "Multiple," as appropriate.)

(c) BY _____ /-/ (Derivative classifier's employee number or other identifier approved by the Agency Security Classification Officer.)

A preprinted CAL on a form will normally appear, then, as:

DCL _____ DRV _____ BY _____

OR

DCL _____

DRV _____ BY _____

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(NOTE: The CAL must ~~also~~ / also / // identify the classifier's office if it is not readily evident from the content of the form.)

(3) Forms on which the preprinted information is classified will ~~also~~ / also / // be preprinted with the classification level and authority markings prescribed by the originator. When information entered on these forms is determined to require a higher classification level than the preprinted information, the individual making such a determination must ensure that the form is marked accordingly.

(4) Existing stocks of forms may be used until depleted, or until 1 August 1983, whichever is sooner. During this period, the preprinted marking "REVW ON (or RVW) (date or event)" will equate to "OADR." Anyone filling in a form that contains preprinted classification markings must line through any markings that do not apply to the completed forms. When forms are reprinted, overprinted, or revised for any reason, they must be changed to fully comply with prescribed marking requirements.

h. MARKING ELECTRICALLY TRANSMITTED DOCUMENTS

(1) To facilitate the efficient use of electrical transmission systems, abbreviations will be used within the message text to indicate the classification authority information specified in paragraph 13b above. These abbreviations, as listed below, normally will be entered as the last line or

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paragraph of the text as the "Classification Authority Line (CAL)." (Examples of the use of the ~~abbrievations~~ /abbreviations/ are provided in paragraph 13h(2) below.)

(formerly (b)) (a) DCL--declassified on (date or event the document will be declassified or "OADR" if the information may not be automatically declassified).

(formerly (c)) (b) DRV--derived from (identity of the source from which the classification level is derived; i.e., the Classification Guide item, the identity of the source document, or the word "multiple", as appropriate).

(formerly (d)) (c) BY--original or derivative classification exercised by (classifier's employee number or other identifier approved by the Agency Security Classification Officer).

(d) DNG--downgrade on (the date or event when the document will be automatically downgraded. This is determined either from the Classification Guide or source document, or by the ~~classifer~~ /classifier/ when original classification authority is exercised).

(2) To demonstrate the use of the above abbreviations in the CAL, assume that the classifier's employee number is 0111111, the date is 1 August 1982, and that:

(a) Classification Guide item "COL-3" prescribes that the category of information in the message may not be automatically declassified.

DCL OADR DRV COL-2 BY 0111111

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(b) Original classification authority is exercised and the information in the message may not be automatically declassified.

DCL OADR BY 0111111

(c) Original classification authority is exercised and the date for automatic declassification is 15 years.

DCL 01AUG97 BY 01111111

i. MARKING MATERIAL OTHER THAN DOCUMENTS

The classification and associated markings on material other than documents shall be placed by conspicuously stamping, tagging, or other means. If the material cannot be marked, written notification of the security classification and associated markings must be furnished to any recipients of the material.

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INFORMATION AND RECORDS MANAGEMENT

STAT HHB [ ]

(formerly Chapter V) CHAPTER VI: DECLASSIFICATION AND DOWNGRADING

(formerly 13) 14. DECLASSIFICATION AND DOWNGRADING POLICY

Classified information shall be declassified or downgraded as soon as national security considerations permit.

a. Information that continues to meet the classification requirements prescribed in paragraph 5 despite the passage of time will continue to be protected and shall not be declassified.

b. The Director of the Information Security Oversight Office ~~may~~ /,/ by specific provision of E.O. 12356, require / may / declassification of any item of information deemed to have been classified in contravention of the order. Any such decision by the Director, ISOO may be appealed by the ~~Director of Central Intelligence~~ /DCI/ to the National Security Council // /./ The information at issue shall remain classified until the /T/ appeal is decided. Staff work and coordination within the Agency concerning such appeals or other provisions of E.O. 12356, as well as necessary liaison with ISOO, is the ~~responsiblity~~ /responsibility/ of OIS/DDA.

c. Classified information may be assigned a lower level of classification than originally assigned.

(1) Classified information marked for automatic downgrading (paragraph 13c above) shall be downgraded without notification to its holders.

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(2) Classified information not marked for automatic downgrading shall be downgraded, if appropriate, by Agency officials authorized to do so in accordance with paragraph 15 below. In such cases, all holders of record shall be notified of the downgrading action.

d. The Agency is responsible for any declassification or downgrading of classified information acquired from another agency in conjunction with a transfer of functions from such agency to the Agency. This does not apply to information transferred merely for storage or other purposes not connected with a transfer of functions.

e. The Agency also is responsible for declassifying or downgrading information in its ~~possession~~ /possession/ originated by an agency that has ceased to exist and for which there is no successor agency, but shall do so only after appropriate consultation with any other existing agency or agencies having an interest in the subject matter of the information.

f. Classified records retired by the Agency to the National Archives shall be declassified or downgraded by the Archivist of the United States in accordance with E.O. 12356, applicable directives of the Information Security Oversight Office, and Agency guidelines.

15. DECLASSIFICATION AND DOWNGRADING AUTHORITY

Classified information no longer meeting Agency classification

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requirements (paragraph 5 above) may be declassified or downgraded by the Agency official who authorized ~~its~~ original classification, if that official is still serving in the same position or capacity; by the duly appointed successor or successors of such an official; by a supervisory official of such an original classifier or of any successor; or by other Agency officials delegated such authority in writing by the DCI or DDA.

a. To establish national security declassification and downgrading authority for a position, the requesting office must submit a memorandum through the appropriate Deputy Director, Head of Independent Office, or Operating Official to ~~the Records Management Division,~~ OIS/DDA /RMD// stating the position number that requires the authority, the position title, and the incumbent. RMD will prepare a consolidated memorandum for approval by the DCI or DDA.

b. The Agency Security Classification Officer will maintain a current listing of Agency positions and officials who have been delegated declassification and downgrading authority.

15. MANDATORY REVIEW FOR DECLASSIFICATION

Agency procedures concerning mandatory review for declassification are contained in AHB [ ] STAT

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THIS SAMPLE MEMORANDUM DOES NOT CONTAIN CLASSIFIED INFORMATION

1 August 1982

MEMORANDUM FOR: Chief, AB Division

FROM : John C. Doe
Chief, CD Division

SUBJECT : Marking Documents in Accordance with Executive Order 12356 (U)

1. Each portion of a classified document must be marked to indicate the highest classification of information it contains. For example, this paragraph is marked as if it contained Confidential information, based on an imaginary classification guide, item FOR 1-82, which states that this subject matter is classified Confidential and may not be automatically declassified. (C)

2. For purpose of illustration, assume that attached to this memo is a report which is classified Secret. Therefore, although this memo is itself only Confidential, it must alert recipients that it is transmitting a Secret document. (U)

John C. Doe

Attachment

25X1

Confidential When
~~Detached~~ from Attachment
/SEPARATED (or Detached)/

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